



LEMHI COUNTY JAIL

206 Courthouse Drive

Salmon ID 83467

Lynn Bowerman, Sheriff

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JAIL DEPUTY – DETENTION OFFICER/DISPATCH (Adult or Juvenile - To Be Determined)
Hiring Rate of Pay: \$12.02/Hr

GENERAL STATEMENT OF DUTIES:

Performs general duty Detention/Dispatch Center work in the caring for and maintaining of custody of inmates and in the providing of security for the Lemhi County Jail. Also performs the duties of a 911 dispatcher. Position is located in the Lemhi County Sheriff's Office, Detention/Dispatch Division.

Deputies perform their duties at the journeyman level and require relatively little supervision, must be pro-active.

ESSENTIAL FUNCTIONS OF THE JOB:

To include, but not limited to:

- ❖ Receives calls of need or distress and dispatches/documents the necessary agencies, manpower, or equipment needed to handle the complaint or report.
- ❖ Ability to correctly operate all required computer related equipment, and programs, related to both Jail and Dispatch duties, while adhering to the rules and directives pertaining to each duty assignment.
- ❖ Preserves and enforces Idaho laws and departmental jail policies to maintain security of the jail and provides for the inmates welfare.
- ❖ Receives inmates from Patrol Officers and the courts.
- ❖ Process inmates into the jail, take inmates' fingerprints, and assign them to the proper level of confinement.
- ❖ Maintains security and custody of prisoners.
- ❖ Receives and maintains inmates' property.
- ❖ Supervises inmate visitations.
- ❖ Dispenses medication to inmates as prescribed by their Physician.
- ❖ Supervises the dispensing of food in a timely fashion to inmates.
- ❖ Supervises inmates in the cleaning of the inmate living quarters.
- ❖ Keeps records and prepares reports.
- ❖ Supervise and communicate with inmates.
- ❖ Communicate with other staff and supervisors.
- ❖ Ability to handle stressful situations, either verbal or physical, without reacting in a negative manner (emotional stability), but reacting in an appropriate manner to quickly contain and/or deescalate the situation.
- ❖ Must be able to multi-task and manage time well.
- ❖ Write clear and concise reports that may be used in court proceedings.

- ❖ Ability to work varied work schedules as needed, as well as the ability to work overtime when required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- ❖ Inspects perimeter of the building and grounds for security purposes.
- ❖ Detention Officers may be assigned to special details as needed.
- ❖ Interpret Idaho criminal laws and department policy
- ❖ Performs related work as required.
- ❖ Ability to recognize potential adverse or unsafe situations and react according to department policy.

GENERAL INFORMATION:

Incumbent is under the general supervision of the Deputy in charge of the shift. Instructions received are somewhat general. Some aspects of the work requiring special attention are covered specifically. Employee must have the ability to use their own judgment, referring unusual, unique or complex issues to the supervisor for advice and guidance. Completed work is subject to daily oversight by the Deputy in charge.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and/or experience, which demonstrates competence in each of the following:

1. Must possess a High School Diploma or GED.
2. Must possess a valid Idaho Driver's License.
3. Certification or capacity to meet certification requirements established for any combination of Adult Detention, Juvenile Detention and Communications Deputies per Idaho POST standards.
4. Ability to acquire the knowledge of laws and ordinances, departmental rules, regulations, policies and procedures.
5. No applicable criminal convictions, specifically to include no Felony convictions.
6. Ability to pass a psychological exam and a medical exam; must have 20/20 vision or be correctable to 20/20, hearing ability in each ear must not exceed threshold failure limit of 20db @ 1000Hz, 2000Hz and 4000Hz.
7. Ability to pass background check and Idaho POST fitness standards; Vertical Jump: 16.0 inches, 1-Minute Sit-ups: 22 repetitions, Maximum Push-ups: 22 repetitions, 300-Meter Run: 67.0 seconds, and 1.5-Mile Run/Walk: 17 min: 06 seconds.
8. Must be able to operate or learn to operate, within the probationary period, all Technological systems utilized in the Jail/Dispatch center. This includes but is not limited to computers, faxes, software programs, Breathalyzer system, etc.

OTHER REQUIREMENTS:

Most of the work is performed in and around the Detention/Dispatch facility and involves an element of personal danger. The work requires sufficient physical strength to subdue an inmate in time of confrontation or break up a fight between inmates. In addition, the incumbent must be able to perform certain emergency tasks as a moments notice such as: remove an unconscious person from the jail in time of emergency, hold up the body weight of an adult attempting to take his/her life, ability to move quickly to the point of an incident, and use first aid and CPR techniques when necessary. Additional requirements TBD.

Candidates for this position are required to be at least 21 years of age.

HOW TO APPLY:

Must fully complete a Law Enforcement application and submit to the Lemhi County Sheriff's Administrative Office. The application may be found on-line @ <http://lemhicountyidaho.org/Sheriffs%20Office.htm> - please mark the application "Detention Deputy/Dispatch". Applications will be held in file on a "open status" – must be able to interview immediately if needed. Attn: Commander J D Spain @ 208-756-8980